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3 SEP 1980

ODP # 0-1203

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
25X1A Director of Medical Services
Director of Security
Director of Training

FROM: [REDACTED]
Management Staff, DDA

SUBJECT: Update on Agency-level Planning Process (U)

1. Attached, for your information, is a copy of the minutes of the recent EXCOM meeting which resolved several outstanding issues regarding the Agency long-range planning activity. Basically, the following actions were taken:

- a. Six foreign policy and six management issues were selected for more detailed analysis.
- b. The directorates were tasked with staffing the individual task forces which will be established for each of the 12 issues. DDA will provide task leaders for the communications and records review management issues.
- c. The decision was made to address at least two resource assumptions for each issue - no growth and an overall Agency 10 percent growth in available resources.
- d. EXCOM will meet to review the issues in October/November 1980.
- e. Final planning guidance will be developed in December, and will be reflected in the DDCI guidance for the FY-83 program. (U)

25X1A 2. Subsequent to the EXCOM meeting, the DDA offices have named:

-- [REDACTED] DD/OC, as the leader of the communications management issue task force. (U)

25X1A -- [REDACTED] DC/IPD/OIS, as the leader of the records review management issue task force. (U)

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In addition,

-- [REDACTED] C/OSB/SD/OL will be a member of the covert action management issue task force. (U)

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-- [REDACTED] DDA/SSA, will be a member of the overseas presence management issue task force. (C)

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-- [REDACTED] DDA/MS, will be detailed to EXCOM Staff until the issue reviews are completed. (C)

-- DDA will not assign members to the task forces for the collection and production management issues nor for any of the foreign policy issues, at this time. EXCOM Staff is responsible for inviting your participation if any of the task forces raise an issue that concerns your areas of responsibility. (U)

3. Attached is a listing of the preliminary composition of the task forces for the six management issues. (U)

4. Also attached is a proposed outline of the paper which each task force will generate and which will be presented to EXCOM when each issue is discussed. (U)

5. We will keep you informed as the Agency Ad-hoc Committee on long-range planning meets to review the issue papers, and the EXCOM review of each issue completes. (U)

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[REDACTED]

cc: DDA Planning Officers

Attachments: a/s

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